



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE COMMANDING GENERAL  
HEADQUARTERS, UNITED STATES ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX, KENTUCKY 40121-5000

Expires 3 April 2003

ATZK-CS (100)

3 April 2001

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to this Headquarters  
Directors and Chiefs, Staff Offices/Departments, this Headquarters

**SUBJECT: USAARMC Policy Memo No. 5-01 – Entrance and Exit Interview/End-of-Tour Reports**

1. Purpose. To provide policies on subject interviews and reports.

2. Definitions.

a. Entrance/Exit Interview. (All interviews will be scheduled with the Commanding General's secretary, who can be reached at 624-2121.)

(1) Entrance Interview. Office call with the Commanding General, normally 15 minutes in length. The initial interview will serve as a welcome session as well as to provide the incoming officer the Commanding General's expectations and philosophies. This interview must take place the first week of arrival.

(2) Exit Interview. Office call with the Commanding General, normally 15 minutes in length, where a state-of-the-unit report should be presented. This appointment must be scheduled to take place no later than two weeks prior to the officer's planned departure date.

b. End-of-Tour Report. A formal memorandum prepared in accordance with Army Regulation 25-50, Preparing and Managing Correspondence, 5 Mar 01, will be provided to the Office of the Secretary of the General Staff no later than 30 working days before the scheduled exit briefing or the officer's last working day – whichever is appropriate.

3. Policy.

a. Brigade commanders and equivalent (Garrison Commander; Director, USAARMS; TSM XXI; TSM Abrams; and commanders of 16<sup>th</sup> CAV, 1<sup>st</sup> ATB, MEDDAC and DENTAC) are required to schedule and conduct entrance and exit interviews with the Commanding General. Additionally, they are required to submit a written end-of-tour report to the Commanding General.

b. Battalion/squadron commander requirements follow:

(1) Squadron commanders, 16<sup>th</sup> CAV Regiment. Entrance interview with the Commanding General and a written end-of-tour report provided through the Deputy Commanding General to the Commanding General.

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(2) Battalion/squadron commanders, 1<sup>st</sup> Armor Training Brigade. Entrance interview with the Commanding General and a written end-of-tour report provided through the Deputy Commanding General to the Commanding General.

(3) Commander, Headquarters and Law Enforcement Command/Provost Marshal. Entrance and exit interviews with the Commanding General and a written end-of-tour report provided through the Chief of Staff to the Commanding General.

c. U.S. Army Armor Center Staff Directors. Entrance and exit interviews with the Commanding General and a written end-of-tour report provided through the Chief of Staff to the Commanding General.

d. Futures Staff Directors. Entrance and exit interviews with the Commanding General and a written end-of-tour report provided to the Commanding General

e. Personal and Special Staff. Entrance interviews with the Commanding General and written end-of-tour reports will be required for:

(1) Inspector General

(2) Staff Judge Advocate

(3) Staff Chaplain

(4) Special Assistant to the Commanding General (ARNG)

FOR THE COMMANDER:



GEORGE EDWARDS

Colonel, GS

Chief of Staff

DISTRIBUTION:

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